FORM 2

MAY 1, 1925

ENUMERATION FOR SCHOOL PURPOSES

Munster { Township, / Town or ~~City~~, } Lake County, Indiana

By _____ Trustee

(ALL ENUMERATORS MUST BE PAID BY THE DAY.)

☞READ CAREFULLY THE NOTES AND REMARKS BELOW BEFORE TAKING THE ENUMERATION.

NOTES

NOTE 1. This report must be made to the County Superintendent on or before the first day of May, 1925, and a duplicate copy should be retained by each School Trustee.

NOTE 2. The law requires the enumeration to be taken between the 10th day of April and the 30th day of same month each year. Duplicate record of the enumeration is to be filed with the County Superintendent of Schools.

NOTE 3. The names and enumeration of colored persons are to be recorded separately.

NOTE 4. WHO INCLUDED IN THE ENUMERATION.

(a) In making the enumeration, the Trustee, or person so employed, shall distinguish between the white and colored children, enumerating them in separate lists, and shall list the names of parents, guardians, heads of families, or persons having charge of such child or children, male and female, shall list the full name and give the exact age and the sex of each child so enumerated, and shall secure the signature of either parent, guardian, head of family, or person having charge of such child or children, who shall certify to the correctness of the same under oath

(b) He shall include in such list all unmarried persons between the ages of six and twenty-one years, whose parents, guardians, heads of families or persons having charge of such child or children are *actual residents of the corporation.*

(c) He shall include in his list such unmarried persons between six and twenty-one years of age as are dependent upon themselves, and not under charge of parents, guardians or heads of families, *and shall so designate such persons in a separate list*, giving in cities the street and number of the residence of such persons.

(d) He shall enumerate no one who is not reported to him personally and properly certified to as herein provided, except in the case of minors who are dependent upon no one and not members of any family who may be reported as herein provided. PROVIDED, that if any parent, guardian, head of family, or person having charge of any child, shall be absent, the enumerator shall ascertain the facts required from other reliable sources and sign his own name to certificate herein required; and in case any parent, guardian, head of family, or person having charge of any child entitled to school privileges shall refuse to report to the enumerator any facts herein required, necessary to a full and accurate enumeration, he shall be deemed guilty of a misdemeanor, *and upon conviction shall be fined not less than one nor more than ten dollars.*

(e) In case of omission by the enumerator of any member of a family, said omission when discovered should be added, by interlining, and with proper data, with the other members of the family. In all such cases of omission, the signatures of parents, guardians, heads of families, or persons having charge of such child or children, should be required.

(f) Minors should be listed *only* at actual places of residence.

(g) Factory lists and lists of employes in business houses should be used as a guide only in locating persons entitled to be enumerated, but under no circumstances shall persons in such lists be enumerated without personal visits to their places of residence within the city and securing proper signatures as provided by law. In case of minors dependent upon themselves and not under the charge of parents, guardians or heads of families, such minors shall determine the question of residence.

(h) Lists of employes in factories or in business houses in cities and towns should be referred to the enumerators assigned to the parts of the city or town in which such employes actually reside, where they should be enumerated. In no case should such employes be enumerated in a factory or a place of business.

(i) Persons residing in a township, town or city temporarily for the purpose of attending school or college, whose actual residence is elsewhere should not be enumerated.

(j) The enumerators in cities and towns should confine themselves to the territory assigned to them, listing all houses and following each street to its end in such territory and recording other data with reference to the houses, as to whether vacant, no children, family absent, etc.

(k) Enumerators should satisfy themselves that all children enumerated belong to families permanently residing in the township, town or city, or otherwise entitled by law to be enumerated.

NOTE 5. Be sure to make an accurate report of the items entitled "No. of Congressional Township," and "Range of Congressional Township."

NOTE 6. A complete recapitulation must be made on page two. Don't forget to make a complete recapitulation of number of children residing in "Congressional Township."

NOTE 7. In filling the column "Employed" the enumerator should ascertain definitely what the child is doing and report the facts. If the child attends school indicate the kind of school, thus—Attends elementary public school, Attends public high school, Attends parochial school, Attends private school, Attends college, etc. If the child is regularly employed state the kind of employment, i. e., messenger boy, clerk in grocery, stenographer, farm laborer, carpenter, etc. If the child is unemployed simply state the fact.

(a) Do not enumerate married people.

(b) Do not enumerate persons who are only temporary residents of your corporation.

(c) Do not enumerate children attending school in your corporation whose parents or guardian resides elsewhere.

(d) Do not enumerate persons born prior to April 10, 1904.

(e) Do not enumerate persons born since April 10, 1919.

(f) Do not enumerate persons at factories or business houses. Such persons should be listed at their homes.

(g) Do not enumerate persons who are not reported to you personally.

(h) Do not enumerate persons outside of the district or school corporation assigned to you.

(i) Do not enumerate persons whom you are not certain belong to your school corporation.

The attention of school officers is called to the following provision of the law, which must be followed in every detail:

"On the first day of school the Trustees, Boards of Trustees, or Commissioners of school corporations, shall furnish the Attendance Officer with the names of the children of compulsory age who are enumerated on the regular enumeration lists. These names shall be alphabetically arranged and shall give all the information contained in the regular enumeration returns. The County Commissioners shall provide necessary postage and such blanks as may be required by the State Board of Truancy or the State Superintendent of Public Instruction."

April 10, 1925 ENUMERATION OF CHILDREN FOR SCHOOL PURPOSES

Munster { Township, / Town, / ~~City,~~ } Lake County, Indiana

State of Indiana, Lake County, ss:

I, Henry S. Daugherty, solemnly swear (or affirm) that I will enumerate the School Children of Munster, North Township, Lake County, Indiana, accurately and truly, to the best of my ability.

Henry S. Daugherty ~~Trustee~~, Enumerator

Subscribed in my presence and sworn to before me, this 22nd day of Apr. 1925.

THE ABOVE OATH IS REQUIRED BY LAW.

Louis H. Weyhe Notary Public

My Com. expires Dec 15-1927

RECAPITULATION BY DISTRICTS

No. of District.	White. Males.	White. Females.	Colored. Males.	Colored. Females.	Total Number of Children between 6 and 21 years of age.	Total Number of Children Attending School. Males.	Total Number of Children Attending School. Females.	Total Number of Children Regularly Employed. Males.	Total Number of Children Regularly Employed. Females.	Total Number of Children Unemployed. Males.	Total Number of Children Unemployed. Females.	Total of Last Six Columns.	REMARKS
	146	125	none		271	119	96	24	10	3	19	271	

State of Indiana,
_____ County, } *ss:*

Before me, _____, personally came _____ who, being duly sworn, deposeth and saith that the foregoing enumeration has been taken and returned accurately and truly to the best of his knowledge and belief, and that such list contains the names of all the youth so enumerated and no others.

_____ 1925

_____ Trustee

_____ President Board of Trustees

SCHOOL ENUMERATION LAW

SECTION 118. TRUSTEE TO TAKE—HIS DUTIES—WHO ENUMERATED.

The School Trustees of the several townships, towns and cities, shall take or cause to be taken, between the tenth day of April and the thirtieth day of the same month, each year, an enumeration of all unmarried persons between the ages of six and twenty-one years resident within the respective townships, towns or cities.

Each person required or employed to take such enumeration shall take an oath or affirmation to take the same accurately and truly to the best of his skill and ability. Such oath or affirmation shall be made a matter of record and kept on file in the office of the School Trustee.

In making the said enumeration, the Trustee or person so employed shall distinguish between the white and colored children, enumerating them in separate lists, and shall list the names of parents, guardians, heads of families, or person having charge of such child or children, male or female, shall list the full name, and give the sex and age of each child so enumerated, shall secure the signature of either parent, guardian, head of family, or person having charge of such child or children, certifying to the correctness of the same, or if this is impossible, shall secure the signature of some responsible person who can certify to the correctness of said list; and he shall give the number of the school district to which such parent, guardian, head of family or person having charge of such child or children, is attached for school purposes, and the number and initials which designate the congressional township in which such parent, guardian, head of family or person having charge of such child or children resides. In cities the said enumerator shall give, in addition to the above enumerated items, the street and number of the residence of such person. He shall not include in such list any persons residing temporarily in his township, town or city for the purpose of attending school, or who are members of a family staying temporarily in his township, town or city, but whose actual residence is elsewhere. He shall include in his list such unmarried persons between six and twenty-one years of age as are dependent upon themselves and not under charge of parents, guardians or heads of families, and shall so designate such persons in a separate list, giving in cities the street and number of the residence of such persons. He shall enumerate no one who is not reported to him personally, and properly certified to as herein provided, except in cases of minors who are dependent upon no one, and not inmates of any family who may be reported as herein provided for; Provided, That if any parent, guardian, head of family, or person having charge of any child shall be absent, the enumerator shall ascertain the fact required from other reliable sources, and sign his own name to the certificate herein required; and in case any parent, guardian, head of family or person having charge of any child entitled to school privileges shall refuse to report to the enumerator any facts herein required, necessary to a full and accurate enumeration, he shall be deemed guilty of a misdemeanor, and upon conviction shall be fined not less than one nor more than ten dollars. Each person required or employed to take the enumeration as provided for in this act, shall, when making returns of said enumeration, to the proper officers, make affidavit or affirmation that he has taken and returned the enumeration in accordance with the provisions of this act, to the best of his knowledge and belief, and that such list contains the names of all persons entitled to be enumerated, and no others. The officer to whom such return is required to be made may take and shall certify such affidavit or affirmation and shall keep in his office such affidavit or affirmation and such report and list of names; and each person so taking and returning the enumeration shall be allowed by the Township School Trustee, or the School Trustees of incorporated towns and cities, reasonable compensation per diem, for his services, to be paid out of the special school fund of such township, town or city. Any person appointed as enumerator, or any officer through whose hands the enumeration required by this act shall pass, who shall knowingly enumerate persons not entitled to be enumerated, or who shall in any manner add to or take from the number actually enumerated, shall be deemed guilty of a misdemeanor, and, upon conviction of such offense, shall be fined in any sum not less than five nor more than one hundred dollars, or imprisonment in the county jail not less than ten nor more than thirty days, at the discretion of the court.

Said children reside in Congressional Township, as follows:

T. 36 R. 9 , 152
T. 36 R. 10 , 119
T. ____ R. ____ ,
T. ____ R. ____ ,
T. ____ R. ____ ,
T. ____ R. ____ ,
T. ____ R. ____ ,

TRANSFERS

(a) The law for the transfer of pupils for school purposes, enacted by the General Assembly of 1901, provides that all children *shall be enumerated in the school corporation where they legally reside.* Children, whether transferred or not, *must be enumerated in the corporation in which they legally reside.* **The transfer has absolutely nothing to do with the enumeration.**

(b) **Statutes governing transfers for school children:**
- (1) **For transfers in general, see acts of 1919, p. 66, sec. 2 and Acts of 1921, pp. 180 and 743.**
- (2) **For transfers to Senior High Schools, see Acts of 1919, p. 140.**
- (3) **For transfer to Junior High Schools, see Acts of 1919, p. 441, Sec. 4.**
- (4) **For transfers to Approved Vocational Schools, see Acts of 1913, p. 37, Sec. 10.**

(c) **The person asking for transfer must be able to show better school accommodations.**

(d) A person desiring to be transferred must apply for such transfer to the Trustee of his own corporation.

(e) When a transfer has been applied for, it is the duty of the Trustee to hear the case, and then make a record of his action in the case in his record book.

(f) **A transfer to be legal must be a matter of record.** The School Trustee should make a record of his decision in reference to transfer in his record book, whether his decision is favorable or adverse to the applicant. The following would be a proper form of record:

Office of [name] Trustee.....[Township, Town or City]
P. O..... Date.....1925.

Comes now (name) of..... School Corporation.....County, Indiana, and asks that [name], born the..... day of.....1....., be transferred to..... [Township, Town or City] .....County, Indiana, for the following reasons: [Here insert reasons]

Signed: [name], parent, guardian or custodian
Address.....Date.....1925.

It is my opinion that [name] can [or can not] be better accommodated by the change desired, and I therefore transfer [or do not transfer] h.....
Signed..... Trustee. Date.....

In case the transfer is granted, the Trustee granting it should make a certificate of his action, and transmit it to the Trustee of the school corporation to which the transfer is made, and also to the County Superintendent, so both may know who are legally entitled to school privileges within the school corporation.

(g) **Any interested party may appeal from the decision of the Trustee to the County Superintendent, whose decision is final.**

NOTE 8. Trustees and School Boards must furnish the attendance officers alphabetical lists of all children of compulsory school age, prior to the opening of school. These lists should be made at the time of taking the enumeration.

April 10, 1925.

HENRY NOBLE SHERWOOD,
State Supt. of Public Instruction

TO THE COUNTY SUPERINTENDENT

ENUMERATION RETURN

—OF—

CHILDREN OF SCHOOL AGE

—OF—

_____ { Township, Town, City.

For the School Year 1925-1926

Received at the Office of the County Superintendent, examined and filed.

_____
County Superintendent

_____ *1925*

Wm. B. Burford, Printer, Indianapolis.

STATE OF INDIANA,

County of Lake } ss:

I, Henry S. Doughterty, Trustee (or President of the Board of Trustees) of Hanover Township in said County, *do solemnly swear that the foregoing return is a correct copy of the enumeration made under oath, and that I believe it is full and accurate, and has been made in strict compliance with the law and the directions of the State Department of Public Instruction contained on the first page of this report, and that the enumeration does not include persons who are not entitled to be enumerated.*

Henry S. Doughterty Trustee

Subscribed and sworn to before me, this 1st *day of* Dec. *1925.*

Reb. Ogle

County Superintendent